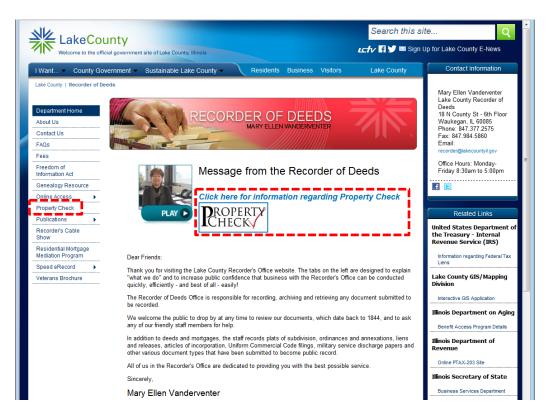
How to Create & Manage your Property Check Notification Account

You can access the Property Check Notification Management Tool by going directly to the Property Check informational page... http://www.lakecountyil.gov/Recorder/Pages/Property Check.aspx and select "Click here to sign up now!!"



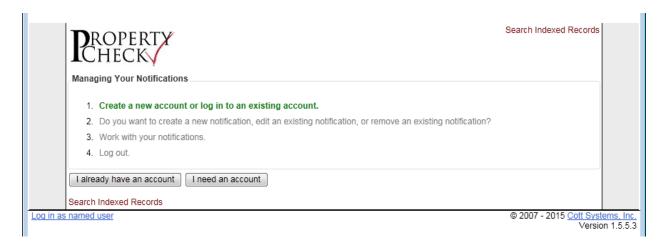
Links to the Property Check informational page are located on the Lake County Recorder of Deeds Office homepage... http://www.lakecountyil.gov/recorder



You can also get to the Property Check Notification Management Tool via the Online Access login screen... Please note that you <u>DO NOT</u> need to be an Online Access subscriber to utilize the Property Check notification service



Property Check Home Screen...

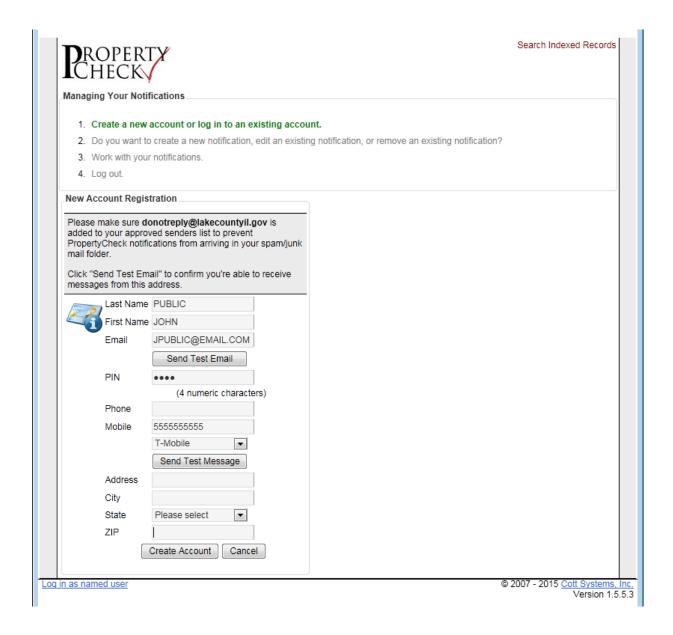


Select either "I already have an account" or "I need an account"

Enter your contact information...

- Last Name (required)
- First Name (required)
- Email (required)
- PIN (required this is your 4-digit password/access code)
- Phone (optional this is your home phone)
- Mobile (required if you want to receive text alert)
- Select Carrier (required if you want to receive text alert)
- all address information is optional

Click "Create Account" when finished (required)



Property Check Notification Management Tool

NOTE: YOU MUST ADD NOTIFICATIONS IN ORDER TO RECEIVE TEXTS AND/OR EMAILS

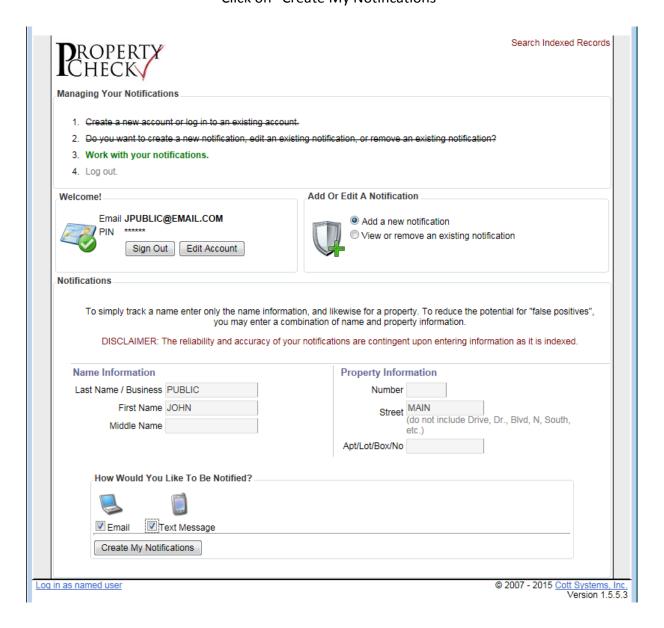
Lake County, IL Recorder of Deeds - Mary Ellen Vanderventer	Guest User
Indexed Records Name Doc Number Date Range Pin # Advanced Property Online Index Books Display Index Dates Property Check	
✓ Your account has been created and you have been signed in! You may now create notifications.	⊠
Managing Your Notifications 1. Create a new account or log in to an existing account. 2. Do you want to create a new notification, edit an existing notification, or remove an existing notification? 3. Work with your notifications. 4. Log out. Welcome! Add Or Edit A Notification PIN Sign Out Edit Account Notification To simply track a name enter only the name information, and likewise for a property. To reduce the potential for "false positives", you may enter a combination of name and property information. DISCLAIMER: The reliability and accuracy of your notifications are contingent upon entering information as it is indexed. Name Information Last Name / Business First Name Middle Name Middle Name How Would You Like To Be Notified?	
Create My Notifications	
Log in as named user	© 2007 - 2015 <u>Cott Systems, Inc.</u> Version 1.5.5.3

Select "Add a new notification"

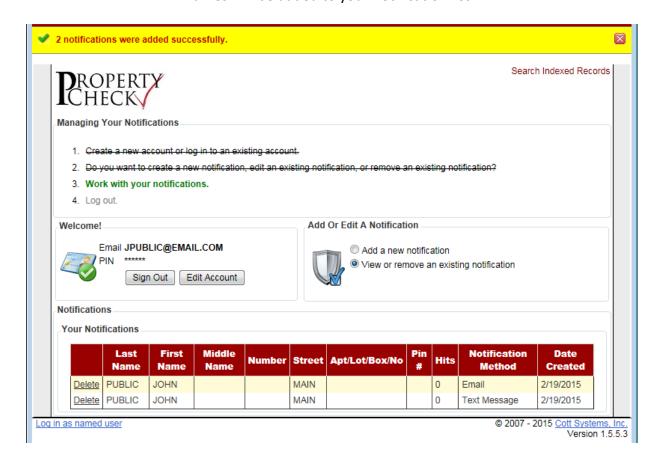
Enter the name information and select notification method preference

Text Message option will only display if cell phone number has been entered in your account

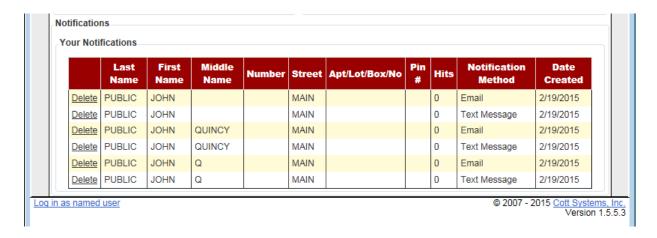
Click on "Create My Notifications"



Names will be added to your notification list...



- Most name entries should be entered three times, as only exact matches will trigger a notification ...
 - o Last Name First Name
 - o Last Name First Name Full Middle Name
 - Last Name First Name Middle Initial(s)
- Add only the STREET name to each record you create to act as an additional filter to avoid getting
 notifications for other properties owned by someone that happens to share the same name as you
 - Adding the STREET name is not recommended if you want to track multiple properties as you
 would have to repeat the same name entries for each STREET name to ensure finding a true
 match
- Repeat as needed to add additional co-owner names and/or name variations such as John/Jonathon,
 Christopher/Chris, etc



Sign Out when finished

